



Maricopa County

Superintendent of Schools

Sandra E. Dowling, Ed. D.
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Phone: 602-506-3866
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COUNTY PROCEDURES FOR ACCOUNTS PAYABLE

Weekly Schedule: Monday (Payroll); Tuesday (Payroll Deduction Batch, formerly Z-Batch); and Wednesday and Friday (Accounts Payable).

Off-cycle Vouchers: Must Contact the County Schools Technology Department using the off-cycle payroll e-mail link on their webpage.

Payroll Warrants: Available for pickup on Monday after 1:00 p.m.

Accounts Payable Warrants: Available for pickup after 1:00 p.m. on Wednesday and Friday afternoon.

Garnishment Warrants: Available for pickup on Wednesday after 1:00 p.m.

WARRANTS TO BE RELEASED

1. **Run** a fund status report for voucher(s) posted.
2. **REVIEW BALANCES** -- very important.
3. **MCSS will notify** district personnel of any deficiencies in fund balances.
4. **Fax** the fund status report and any additional documentation to County Office as soon as your posting is complete or by 9:00 a.m. the following morning.

MCSS fax number 602-372-8591, Attn: Robin Martie

Budget driven fund accounts are 001-498, with the exception of 290-299, some in 310-359, some in 390-399, and some in 490-498. Fund accounts 610, 620 and 625 remain budget controlled and must have available budget capacity.

See below for the grant fund account exceptions.

FISCAL YEAR 2005-2006 GRANT FUND ACCOUNT CONTROLS

I. Budget-Controlled Grant Fund Accounts

- | | | |
|-----------|---------------------|-----------------------|
| • 050-058 | • 250-258 | |
| • 100-108 | • 260-268 | • 392 (SDs #65 & #68) |
| • 110-118 | • 270-278 | • 400-408 |
| • 120-128 | • 280-288 | • 410-418 |
| • 130-138 | • 300-308 | • 420-428 |
| • 140-148 | • 312 | • 430-438 |
| • 150-158 | • 313 | • 450-458 |
| • 160-168 | • 354 [FY0607, 355] | • 464-468 |
| • 170-178 | • 360-368 | • 470-478 |
| • 180-188 | | • 480-488 |
| • 190-198 | • 370-376 | • 490 (SD #509) |
| • 200-208 | [FY0607, 370-378] | • 492 (SD #66) |
| • 210-218 | | • 494 |
| • 220-228 | • 380-388 | • 497-498 |
| • 230-238 | • 390 | |
| • 240-248 | [FY0607, 390-398] | |



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FISCAL YEAR 2005-2006 GRANT FUND ACCOUNT CONTROLS (continued)

II. Cash-Controlled Grant Fund Accounts

- 059
 - 209
 - 290-299
 - 309 (SD #8)
 - 369
 - 379 (SDs #49, #59, #63 & #71)
 - 389 (All except SD #66)
 - 460-463
 - 492 (SDs #8 & #9)
 - 499 (SDs #8 & #9)
- [FY0607, not applicable]
- [FY0607, SDs #8, #59, #62, #71 & #216]

III. Neither Budget nor Cash-Controlled Grant Fund Accounts

All grant 9Fund accounts that are administered through the *Arizona Department of Education* (ADE)*. For example:

- 109, 119, 129, 139, 149, 159, 169, 179, 189, 199, 219...
- Some 309
- 319, 329, 339, 349, 359
- Some 379
- Etc.

IV. Other

All other grant fund accounts that do not meet the criterions above have not been recognized by our office and must be addressed to Beatrice Begay at the Maricopa County Schools Office (602-506-7985) for grant fund account number and grant fund control assignments in your financial accounting system.

*The grant projects that are administered through the ADE can be found in the "Project Summary" link of the ADE Grants Management Enterprise Home Page website at <https://www.ade.az.gov/GME/ProjectSummary/>.